

GOVERNMENT OF KERALA
Abstract

RULES – KERALA SERVICE RULES – AMENDMENT TO FORM NO. 13- ISSUED
FINANCE (RULES) DEPARTMENT

G.O.(P) No. 955/80/Fin. **Dated, Trivandrum, 30th December 1980.**

Read:- Letter No. Co-ord II/12-28 Leave/185971 dated, 25-9-1980 from the Accountant General, Kerala

NOTIFICATION

S.R.O No.88/81—In exercise of the powers conferred by subsection (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following Rules further to amend the Kerala Service Rules, namely:-

Rules

C.S.No.383/80

1. (1) These rules may be called the Kerala Service (Amendment) Rules, 1980
(2) They shall come into force at once.
2. In the Kerala Service Rules, in Part I, for the existing Form No. 13, the following shall be substituted, namely:-
- 3.

“FORM NO.13
APPLICATION FOR LEAVE
(Rule 113, Part I)

Note :- Items 1 to 16 must be filled in by all applicants whether Gazetted or non-gazetted

1. Name of applicant
2. Date of birth
3. Post held
4. Department, Office and Section
5. Pay and scale of pay
6. Date of entry in service
7. Date of commencement of continuous service
8. Whether the applicant has got confirmation in any post, if so from which date and in which post.

9. Address during leave
10. House Rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the present post
11. Nature and period of leave applied for and date from which required
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave
13. Ground on which leave is applied for
14. Date of return from last leave and the nature and period of that leave
15. (a) I undertake to refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave which would not have been admissible in the event of my retirement from service at the end of or during the currency of leave.
(b) I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible had rule 85, Par I, not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.
16. Place Signature of applicant
(with date)
17. remarks and /or recommendation of the Controlling Officer.
Signature(with date) and
Designation

Note:- In the case of a Government servant who is mentally unsound and /or physically unable to fill in the Columns of this form and sign it, the guardian of his appointed under the Indian Lunacy Act, 1912 (Central Act IV of 1912) or any person authorized by the authority competent to grant the leave may fill in the Column and sign the application for and on behalf of the Government servant.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By Accountant General in the case of Gazetted Officers)

18. “Certified that
(nature of leave)for
From.....to.....is admissible under
ruleof the Kerala
Service Rules”.

Signature (with date)

Designation

19. *Orders of the Sanctioning Authority:

Signature (with date)

Designation

*If the applicant is drawing any compensatory allowance the sanctioning Authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.”

By order of the Governor,

S. PADMAKUMAR
Special Secretary

Explanatory Note

The existing form of application for leave does not contain columns for giving all the essential details required to determine one’s eligibility for leave. The amendment is intended to rectify this defect.

To

The Accountant General, Kerala, Trivandrum
All Heads of Departments and Offices
The Registrar of High Court of Kerala, Ernakulam (with C.L.)
The Registrar, University of Kerala/Cochin/ Calicut (with C.L.)
The Registrar, Agricultural University, Mannuthy (with C.L.)

The Secretary, Kerala Public Service Commission Trivandrum(with C.L.)
The Advocate General, Ernakulam (with C.L.)
The General Manager, Kerala State Road Transport (with C.L.)
Corporation Trivandrum
The Secretary, Kerala State Electricity Board Trivandrum (with C.L.)
The Special Secretaries, Secretaries, Additional Secretaries, Joint Secretaries,
Deputy Secretaries and Under Secretaries to Government
The Private Secretaries to the Chief Minister and other Ministers
The Secretary to Governor
The Under Secretary to the Chief Secretary